

Winter 1993

Doctoral Programs Schedule of Classes Winter Term 1993

Nova University

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SCHEDULE OF CLASSES

BOOKLIST

REGISTRATION POLICIES AND PROCEDURES

DOCTORAL PROGRAMS

WINTER TERM 1993

SCHOOL OF BUSINESS AND ENTREPRENEURSHIP

SCHEDULE

OF

CLASSES

WINTER TERM

1993

IMPORTANT NOTICES

The Schedule, Booklist, and Registration Policies/Procedures are all enclosed in this Booklet. Please refer to each section accordingly.

Do not mail Course Materials/Independent Learning Material (ILM) forms with the Registration form. It is a separate procedure. Syllabi and other course materials will not be mailed if a course materials form is not completed and submitted to the program office.

Also, do not include ILM payments with tuition. A separate check or credit card charge is required for ILM payments.

The School of Business is in the process of moving to the East Campus of the University is at 3100 S.W. 9th Avenue in Ft. Lauderdale, FL. **All mail should still be sent to 3301 College Avenue, Ft. Lauderdale, FL.**

Please contact the proper person for specific information on the program. See **Directory Page** located in the front of this Booklet. This will ensure correct answers to specific questions.

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DIRECTORY

NOVA TOLL FREE NUMBER: 1-800-541-NOVA
TOLL FREE NUMBER in CANADA: 1-800-554-6682
School of Business Fax #: 305-370-5637

IF YOU HAVE QUESTIONS ABOUT--

UNIX NAME

--registration, contact Kristie Tetrault (305-476-1956)	(kristie)
--course materials, contact Juliet Sallette (305-476-1955)	(juliet)
--admissions status (provisional/ full) contact Trudy Stone (305-475-7646)	(trudy)
--dissertations, readings, concept papers, comprehensive exams, grades, contact Susan Hyatt (305-475-7481)	(susan)
--UNIX questions, contact Audrey Olson (305-475-7686).	(audrey)
--Director of Research, Dr. Ron Needleman (academic questions regarding dissertations, readings, and concept papers) (305-475-7301).	(drron)
--Books, contact Andrew at Nova Books, Inc. FAX Machine: (305) 476-4759 Direct line: (305) 476-4750 Toll free number: 1-800-541-NOVA	(novabook)
--receipts & refunds, contact Janeene Culver (Accounts Receivables Office) (305-370-5682).	
--financial aid, contact Lenny Jacobskind for the School of Business (305-476-8995)	
--transcript questions, contact Registrar's office (305-475-7456), and grade questions, contact Marie Porrata, (305-475-7444).	
--IRS (Information Retrieval Service) (305-475-7388). Beth Poliner Yvette Gilkes	(bethp) (soto)
Dr. Gene F. Brady Director, Doctoral Programs	(brady)

IMPORTANT DATES FOR WINTER TERM--1993:

Term begins:	1/1/93
Term ends:	5/2/93
Period of regular registration for CONTINUING students	11/1-30/92
Period of regular registration for NEW students	Through 12/31/92
Late registration period for CONTINUING students	12/1-31/92
For WINTER TERM enrollment admissions application should be received by	11/1/92

IMPORTANT DATES FOR SUMMER TERM--1993:

Term begins:	5/3/93
Term ends:	8/31/93
Period of regular registration for CONTINUING Students:	3/1-31/93
Period of regular registration for NEW Students	Through 4/30/93
Late registration period for CONTINUING students:	4/1-30/93
For SUMMER TERM enrollment admissions application should be received by	3/1/93

IMPORTANT DATES FOR FALL TERM--1993

Term begins:	9/1/93
Term ends:	12/31/93
Period of regular registration for CONTINUING Students:	7/1-31/93
Period of regular registration for NEW Students:	Through 8/31/93
Late registration period for CONTINUING Students:	8/1-31/93
For FALL TERM enrollment admissions application should be received by	7/1/93

REGISTRATION NOTES

The Classes in the Nova University Doctoral Programs for the School of Business and Entrepreneurship are delivered in a trimester format. There are three terms: Summer, Fall, and Winter.

CLUSTER CLASS SESSIONS: Class sessions are held during the first three months of each term. For the Winter term cluster classes are held in January, February, and March. Each class meets monthly for a two-day, Saturday and Sunday session during the three month period.

SEMINARS: Segments of the degree program are offered in a seminar format. (NOTE: Selected seminars are supported by pre-seminar course participation via telecommunication.) Nova tuition does not include membership fees for the conferences.

- CSA 6060 Business and Public Policy Seminar is held three times a year.
- CSA 6140/6210/6310/6440 are offered on-campus also three times a year.
- CSA 6080 Professional Studies Workshop is offered in conjunction with the annual meeting of:

ACADEMY OF INTERNATIONAL BUSINESS Degree
DIBA and DBA/IM Spec.

October 17-20, 1993	Maui, Hawaii
October 1994 (Dates to be determined)	Boston, MA

<u>ACADEMY OF MANAGEMENT</u>	DBA
August 8-11, 1993	Atlanta, GA (Marriott Marquis)
August 14-17, 1994	Dallas, TX (Loews Anatole)
August 6-9, 1995	Vancouver (Meridian Hotel)
August 11-14, 1996	Cincinnati, OH (Hyatt Regency)

<u>AMERICAN ACCOUNTING ASSOCIATION</u>	DBA/ACC
August 8-11, 1993	San Francisco, CA
August 10-14, 1994	New York, NY
August 13-16, 1995	Orlando, FL

<u>AMERICAN SOCIETY FOR PUBLIC ADMINISTRATION</u>	DPA
July 17-21, 1993	San Francisco (Hilton)
July 24-27, 1994	Kansas City, KS (Westin Hyatt)
July 22-26, 1995	San Antonio, TX (Marriott River Center, Riverwalk)
July 6-10, 1996	Atlanta, GA (Marriott Marquis)

<u>SOCIETY FOR HUMAN RESOURCE MANAGEMENT</u>	DBA/HRM
May 23-26, 1993	Washington, DC (Washington Convention Center)
June 26-29, 1994	St. Louis, MO (Cervantes Convention Center)
June 25-28, 1995	Orlando, FL (Orange County Convention Center)
June 23-26, 1996	Chicago, IL (McCormick Place)
June 22-25, 1997	San Diego, CA (San Diego Convention Center)

AMERICAN MARKETING ASSOCIATION

DBA/MKT

(Marketing Educators Conferences)

February 20-23, 1993 Newport Beach, Calif.

August 7-10, 1993 Boston, Ma.

Winter 1994 (Dates/Location to be announced)

August 6-9, 1994 San Francisco, CA

Summer, 1995 (TBA) Washington, D.C.

FINANCIAL MANAGEMENT ASSOCIATION

DBA/FIN

October 13-16, 1993 Toronto, Canada

October 12-15, 1994 St. Louis, Missouri

October 18-21, 1995 New York, New York

October 9-12, 1996 New Orleans

October 15-18, 1997 Honolulu

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* The comprehensive examination (CSA 6090 and CSA 6089) will be  
* offered in the following locations subject to student enrollment:  
* (Please be sure to register during the regular registration period  
* to insure site availability).      NOTE: The comprehensive exam  
* fee is refundable. However, students must pay a withdrawal fee.  
*  
*  
*    APRIL                AUGUST                DECEMBER  
* Birmingham             Seattle              No. Indiana  
* New England            Arkansas           Orlando  
* Davenport              Spartanburg     Phoenix  
* D.C.                   Campus          Campus  
* Campus                 Phoenix  
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* ELIGIBILITY REQUIREMENTS  
*  
* To sit for Part I or Part II of the comprehensive examination you  
* must have a grade point average of at least 3.0, be in good  
* financial standing, and have a full admission status.  
*  
* In addition to the above, to be eligible for CSA 6090 (Part I), you  
* must have completed 20 credits of coursework, including CSA 6060.  
*  
* To be eligible for CSA 6089 (Part II), you must have passed  
* CSA 6090 (Part I) and CSA 6140 for DBA,DIBA,DBA/FIN, or CSA 6210  
* for DPA, or CSA 6840 for DBA/MKT, or 6310 for DBA/HRM, or CSA 6440  
* for DBA/IM, or CSA 6740 for DBA/ACC.
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*      -----
*      *          READINGS COURSES          *
*      -----
*
* ---Approval of a Concept Paper and Chairperson are prerequisites.
*
* ---When your concept paper is approved you will receive written
* confirmation from the Research Office. This confirmation will
* be accompanied by an Instructor Approval Form for the Readings
* course. Forward to the instructor the Instructor Approval Form
* for signature. The instructor should then return the form to
* you.
*
* ---This form should accompany your registration. It should be sent,
* together with the appropriate tuition and fees, to the Program
* Office. You will be registered for the course under the
* instructor's name to facilitate grade processing on your academic
* record.
*
* NOTE: This is a lengthy process. Please carry out these activities
* the term before the term during which you wish to take this course.
*
* Please be advised that failure to comply with these instructions
* will result in your registration being returned.
*
* * STUDENTS IN THE DBA PROGRAM (WITHOUT A SPECIALTY) HAVE THE
* OPTION TO CHOOSE AMONG ONE OF THE FOLLOWING FOUR READINGS COURSES.
*
*          CSA 6150      Readings in Business Administration
*          CSA 6151      Advanced Readings in Management/Org. Beh.
* DBA-HRM -CSA 6370      Readings in HRM
* DBA-IM/DIBA -CSA 6480  Readings in International Business
* DBA-ACC -CSA 6750      Readings in Accounting
* DBA-FIN -CSA 6550      Readings in Finance (formerly CSA 6153)
* DBA-MKT -CSA 6850      Readings in Marketing (formerly CSA 6152)
*
*          CSA 6250      Readings in Public Administration (DPA students only)
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*      -----
*
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*
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* instructor's name to facilitate grade processing on your academic
* record.
*
* NOTE: This is a lengthy process. Please carry out these activities
* the term before the term during which you wish to take this course.
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*
* CSA 6250           Readings in Public Administration (DPA students only)
*
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DISSERTATION REGISTRATION

A student working on his/her dissertation must maintain active status by being registered in the dissertation process each term. The dissertation for the Doctoral Programs is 10 credits. Students register for the dissertation in two-credit increments. The first six credits comprise the dissertation proposal (CSA 6091, 6092, 6093); the remaining four credits comprise the final draft (CSA 6094 and 6095).

Dissertation Proposal:

Registration for the dissertation proposal is normally done in three, two-credit increments (CSA 6091, 6092, and 6093), allowing the student three terms (one year) in which to submit an approved proposal. When a student registers for CSA 6092, a "PR" (progress) notation will be recorded on the student's academic record for CSA 6091. The same will occur for CSA 6092 when a student registers for CSA 6093. (It should be noted that "PR" is not a formal grade and is given in place of an "I" (Incomplete); the Program Office is assuming progress in this one-year time frame.

If a student should exceed the above time frame for the dissertation proposal, he/she must petition the Research Office for an extension by submitting a progress report. This progress report must be prepared by the student, indicating status of proposal and estimated completion date, and have the signature of the chairperson. All progress reports will be reviewed by the Research Office. If the progress report is accepted, the student will be permitted to register for CSA 6097 (Dissertation Continuation) the tuition for which is the equivalent of two credit hours, plus any appropriate registration fees. This process will continue until approval of the dissertation proposal by the Research Office. When the initial registration for CSA 6097 is processed, a "PR" notation will be recorded on the student's record for CSA 6093.

At such time when the student's proposal is accepted, the "PR" notations for CSA 6091, 6092, 6093 will be converted to formal grades of "P". The "PR" notation will remain for any CSA 6097 Dissertation Continuation registration(s).

Dissertation Draft:

Registration for the dissertation draft is normally done in two, two-credit increments (CSA 6094 and 6095), allowing the student two terms (eight months) in which to submit an approved draft. When a student registers for CSA 6095, a "PR" notation will be recorded on the student's academic record for CSA 6094. It should be noted that "PR" is not a formal grade and is given in place of an "I" (Incomplete); the Program Office is assuming progress in this time frame of eight months.

If a student should exceed the above time frame for the dissertation draft, he/she must petition the Research Office for an extension by submitting a progress report. This progress report must be prepared by the student, indicating status of draft and estimated completion date, and have the signature of the chairperson. All progress reports will be reviewed by the Research Office. If the progress report is accepted, the student will be permitted to register for CSA 6097 (Dissertation Continuation) the tuition for which is the equivalent of two credit hours, plus any appropriate registration fees. This process will continue until approval of the dissertation draft by the Research Office. When the initial registration for CSA 6097 is processed, a "PR" notation will be recorded on the student's record for CSA 6095.

At such time when the student's draft is accepted, the "PR" notations for CSA 6094 and 6095 will be converted to formal grades of "P". The "PR" notation will remain for any CSA 6097 Dissertation Continuation registration(s).

Remuneration for the Readings/Dissertation Process:

Readings: Your readings instructor will be issued a contract amounting to approximately one-third of the tuition paid for the readings course, upon receipt of your registration.

Dissertation: Your chairperson will be issued a contract, upon acceptance of your registration, for each dissertation segment. The amount is currently \$150.00 per each two-credit increment. If you should exceed the allowable time for completion of your proposal/dissertation draft, you will be required to pay dissertation continuation fees for which your chairperson will also be remunerated. Payment for your chairperson is contingent upon registration.

Your committee members will be issued contracts, in the amount of \$50.00 each, for dissertation proposal and draft. Payment will occur upon acceptance of the dissertation proposal draft, by the Research Office. No additional contracts will be issued if dissertation continuation tuition is required.

Order of Course Delivery for School of Business Doctoral Programs

Eight of the School of Business Doctoral Courses are offered in a revolving format. To aid students in planning, these courses are listed below in the order in which they are delivered. Using this information a student can project coursework for his/her entire program.

In addition to taking 3 of these courses each year, it is recommended that students attend the Washington Policy Seminar in the first year. Students should also register immediately for the first credit of CSA 6071--Computer Mediated Research Methods. CM competency will become a prerequisite for more and more courses.

ALTERNATIVE SCHEDULE
FALL/WINTER LOOP

DBA	DBA/HRM	DBA/IM	DIBA	DPA	DBA/ACC	DBA/FIN	DBA/MKT
6030	6030	6030	6030	6030	6030	6030	6030
6020	6020	6020	6470	6020	6020	6020	6020
6120	6120	6120	6420	6220	6120	6120	6120
6130	6130	6130	6430	6230	6130	6130	6130
6050	6050	6050	6050	6050	6050	6050	6050

SUMMER LOOP

6010	6315	6410	6410	6010	6710	6520	6810
6110	6325	6470	6110	6240	6730	6510	6830
6040	6330	6450	6450	6040	6740	6540	6890
					6720		

Class Hours: 8:00 AM - 5:30 PM

NOTE: A Registration Fee of \$25.00 is payable each time a student registers. Registrations submitted during the late registration period **MUST** be accompanied by a late registration fee of \$25.00 in addition to the regular registration fee. Registrations postmarked after the late registration period are subject to a \$50.00 late fee in addition to the \$25.00 regular registration fee. Tuition is \$375.00 per credit hour.

SPECIAL SEMINAR FEES: The Doctoral Programs Office assesses a special seminar fee for the courses indicated, payable at the time of registration, in addition to the tuition for the course. This seminar fee is non-refundable.

CSA 6060 Business and Public Policy Seminar	\$150.00
CSA 6080 Professional Studies Workshop	50.00
CSA 6140/6210/6310/6440/6840	75.00
Dissertation Continuation Fee (see pg. 6)	750.00/term
Comprehensive Examination Fee	50.00

COMPUTER TIME: \$10/hr. in increments of 15 hours--\$150.00.

**IMPORTANT NOTICE FOR THOSE STUDENTS
USING FINANCIAL AID**

Students must apply for and be awarded financial aid in order to receive loan monies. In addition, they must register for at least 3 graduate credit hours per term to receive these funds. Students not registered for at least 3 graduate credit hours when their loan checks are ready for disbursement will not be eligible to receive the funds. These monies will then be returned to the lender.

Also, please be aware that when applying for financial aid, students must list their intended attendance pattern for that period. This attendance pattern must match the exact time that students will be enrolled and in class. If students only attend a one-week course during a trimester, the attendance pattern would have to begin at the time the seminar or course begins. The disbursements would be made at this time.

If your course selections for a term change for any reason after you have already indicated the attendance pattern on your financial aid paperwork, it will be necessary for you to contact Nova's Financial Aid Office. Your loan periods will then have to be adjusted. If these actions are not taken, it may result in your loan monies being returned to the lender, even though you are currently registered for at least 3 graduate credit hours.

STUDENT'S USING OTHER METHODS OF PAYMENT

Students should be aware that full payment is expected at the time of registration. Registrations having no payment or partial payment attached, will be returned to the student.

Students using a Direct Bill method of payment must have all approved documentation attached to the registration form when registering for classes. Registrations will be returned if all necessary documentation is not attached.

COMPUTER-MEDIATED COURSE (CSA 6071)

Students are required to take CSA 6071 - Computer Mediated Seminar in Research Methods. This course is offered in four, single-credit increments (CM1, CM2, CM3, and CM4). Satisfactory completion of CM1 is a prerequisite for the other CM segments. Students should register for one credit at a time. Purchase of computer time is in addition to the tuition for the course. Students must be ON-LINE and registered for CM1 in order to register for CSA 6060.

CM1 - In this course a student demonstrates PC literacy and is introduced to the UNIX operating system. CM1 is a prerequisite for the other CM courses.
(SEE NEXT PAGE FOR ECR SCHEDULE.)

CM2 - A. Prerequisites.

1. Completion of 6060: During the session an orientation to CM2 will be provided including a discussion of what constitutes a related literature. Your CM2 literature review must be based upon the literature you will be using for your dissertation. Remember, you may not do a dissertation in the areas of Economics or Finance unless you have at a minimum a Masters in these disciplines.
2. Completion of CM1. During the CM1 course you should develop a competency using UNIX to support your other CM activities.

B. Registration Procedure. **There will be NO late registration for CM2.**

Submit the following for approval prior to registration:

1. Your completed literature review (5-10 pages).
2. Xerox copies of 5 selected articles used in the literature review. These articles should be related--have overlapping lists of references--and ALL report findings on academic research.

NOTE: This is not to imply your review is to be based solely on these articles.

3. For each of these 5 articles answer, briefly, the following questions and attach these answers to the respective article.

--What is the core theory that is being developed?

(NOTE: For all 5 articles the answer to this question should be the same -- they should all come from the same core theory.)

--What is the basic research question?

4. You will be notified whether or not you may proceed to register. **(This notice must accompany your registration.)**

CM3 - This is a methodology review.

Both CM2 and CM3 must be completed before you submit your concept paper. (SEE BELOW FOR ECR SCHEDULE.)

NOTE: If you have not yet completed CM2, you must at least have approval to register for CM2 (in writing) from the Research Director before registering for this credit.

CM4 - This course reviews dissertation-related statistical techniques using SPSSX on Nova's VAX computer. Approval of the concept paper is also a prerequisite for this course. (SEE BELOW FOR ECR SCHEDULE.)

COMPUTER TIME IS REQUIRED FOR THESE COURSES. IT IS TO BE PURCHASED IN INCREMENTS OF 15 HOURS. THE HOURLY CHARGE IS \$10.00 - (15 x \$10 = \$150).

ELECTRONIC CLASSROOM SCHEDULE (ECR)

Instructor: Thomas W. MacFarland, Ed.D.

Please note that these dates are subject to change with sufficient notice, when appropriate to accommodate standard holidays.

.ALL ECRs ARE HELD IN CLASSROOM 10. AT THE UNIX PROMPT (%), YOU WOULD KEY:

% ecr 10

This action will put you in the appropriate classroom.

.All ECRs follow along with the ECR lecture notes appended to the CM1, CM3, and CM4 materials. Please be sure to review these notes before attending an ECR.

.All ECRs are recorded, so you can easily go to the online ECR library to review your class, or prior classes.

CM1 - An Introduction to the Unix Operating System and Application Software at Novavax.

ECR #1:	Dec. 15, 1992 (Tuesday)	10:30 p.m., Florida time
ECR #2:	Jan. 26, 1993 (Tuesday)	10:05 p.m., Florida time
ECR #3:	Feb. 23, 1993 (Tuesday)	10:05 p.m., Florida time
ECR #4:	Mar. 30, 1993 (Tuesday)	10:05 p.m., Florida time
ECR #5:	Apr. 27, 1993 (Tuesday)	10:05 p.m., Florida time

As is indicated above, ECRs are offered every month. It is required that each CM1 student will attend at least one CM1 ECR **DURING** their CM1 registration period. Attendance at any one of the ECRs is a matter of choice, as each ECR-based lecture is the same. Obviously, the questions and answers will be different for each lecture, but the basic scheme and lecture notes are the same for each ECR-based lecture.

You should plan to attend the ECR that best fits your schedule and degree of preparation.

As an example ... if you enroll in CM1, Dec. 1, 1993 and you have never gone online, then you may want to hold off on attending the Dec. 15, 1993 CM1 ECR and instead attend the Jan. 26, 1993 CM1 ECR. This way you would be better prepared for class. However, you must finish the course within a term.

CM3 - Research Methodology

ECR #1:	January 20, 1993	(Wednesday)	10:05 p.m., Florida time
ECR #2:	March 24, 1993	(Wednesday)	10:05 p.m., Florida time

There are two (2) ECRs, per term for CM3. It is required that each CM3 student will attend at least one (1) of the two (2) CM3 ECRs **DURING** their CM3 registration period. Attendance at the other CM3 ECR is a matter of choice, as each ECR-based lecture will be the same. Obviously, the questions and answers will be different for each lecture, but the basic scheme and lecture notes are the same for each ECR-based lecture.

CM4 - Statistics

ECR #1:	January 28, 1993	(Thursday)	10:05 p.m., Florida time
ECR #2:	March 25, 1993	(Thursday)	10:05 p.m., Florida time

There are two (2) ECRs per term for CM4. It is required that each CM4 student will attend at least one (1) of the two (2) CM4 ECRs **DURING** their CM4 registration period. Attendance at the other CM4 ECR is a matter of choice as the ECR-based lecture will be the same. Obviously the questions and answers will be different for each lecture, but the basic scheme and lecture notes are the same for each ECR-based lecture.

Cluster Schedule
 Doctoral Programs - School of Business and Entrepreneurship
 WINTER TERM 1993

SEQUENCE I	1/9-10	2/6-7	3/6-7
SEQUENCE II	1/23-24	2/20-21	3/20-21

<u>CLUSTER</u>	<u>COURSE NUMBER AND NAME</u>	<u>SEQUENCE</u>
FT. LAUDERDALE Cycle I (DBA)	CSA 6020 Organization Behavior/ Personnel Management Instructor: Dr. William Snow UNIX name: snowbird Dates: 1/9-10 2/6-7 3/6-7 Prerequisite: Masters Course - Management/ Organizational Theory	(4 cr) W I
FT. LAUDERDALE Cycle II (DBA/DPA)	CSA 6050 Operations Management Instructor: Dr. A. Kader Mazouz Dates: 1/23-24 2/20-21 3/20-21 Prerequisite: Masters Course - Quantitative Methods/Statistics	(4 cr) W II
ORLANDO	CSA 6050 Operations Management Instructor: Dr. Moshe Levin UNIX name: mlevin Dates: 1/9-10 2/6-7 3/6-7 Prerequisite: Masters Course - Quantitative Methods/Statistics	(4 cr) W I
POTOMAC CYCLE I (DBA/DPA)	CSA 6020 Organization Behavior/ Personnel Management Instructor: Dr. Gene F. Brady UNIX name: brady Dates: 1/9-10 2/6-7 3/6-7 Prerequisite: Masters Course - Management/ Organizational Theory	(4 cr) W I
POTOMAC CYCLE II (DBA)	CSA 6050 Operations Management Instructor: Dr. Herb Johnson UNIX name: johnsonh Dates: 1/30-31 2/20-21 3/20-21 Prerequisite: Masters Course - Quantitative Methods/Statistics	(4 cr) W I

ARKANSAS	CSA 6030 Information and Decision Sciences	(4 cr)	W II
Instructor: Dr. Efraim Turban UNIX name: turban Dates: 1/23-24 2/20-21 3/20-21			
SEATTLE	CSA 6050 Operations Management	(4 cr)	W I
Instructor: Dr. Nilakantan Nagarajan Dates: 1/9-10 2/6-7 3/6-7 Prerequisite: Masters Course - Quantitative Methods/Statistics			
SPARTANBURG	CSA 6130 Financial Decision Making	(4 cr)	W I
Instructor: Dr. Edward Pierce UNIX name: edpierce Dates: 1/23-24 2/20-21 3/20-21 Prerequisite: Masters Course - Accounting/ Finance			
BIRMINGHAM	CSA 6030 Information and Decision Sciences	(4 cr)	W II
Instructor: Dr. Jay E. Aronson UNIX name: aronson Dates: 1/23-24 2/20-21 3/20-21			
DAVENPORT, IOWA	CSA 6130 Financial Decision Making	(4 cr)	W II
Instructor: Dr. Andrew Sherbo UNIX name: sherbo Dates: 1/23-24 2/20-21 3/20-21 Prerequisite: Masters Course - Accounting/ Finance			
NEW ENGLAND	CSA 6130 Financial Decision Making	(4 cr)	W I
Instructor: Dr. Edward Pierce UNIX name: edpierce Dates: 1/9-10 2/6-7 3/6-7 Prerequisite: Masters Course - Accounting/ Finance			

N. INDIANA

CSA 6050 Operations Management

(4 cr)

W II

Instructor: Dr. Moshe Levin

UNIX name: mlevin

Dates: 1/23-24 2/20-21 3/20-21

Prerequisite: Masters Course - Quantitative Methods/Statistics

PHOENIX

**CSA 6120 Marketing Management/
Research**

(4 cr)

W II

Instructor: Dr. Abram Poczter

UNIX name: apoczter

Dates: 1/23-24 2/20-21 3/20-21

Prerequisite: Masters Course - Marketing

ROANOKE, VA

CSA 6030 Information and Decision Sciences

(4 cr)

W II

Instructor: Dr. Christopher Carlson

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UNIX name: carlson
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Dates: 1/30-31 2/27-28 3/27-28

FT. WALTON BEACH

**CSA 6020 Organization Behavior/
Personnel Management**

(4 cr)

W II

Instructor: Dr. Richard Rees

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UNIX name:  drrees

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Dates: 1/23-24 2/20-21 3/20-21

Prerequisite: Masters Course - Management/
Organizational Theory


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* DOCTORAL COMPREHENSIVE EXAMINATION                April 25, 1993                *
*                                                                                       *
* Birmingham      Crown Sterling Suites                Proctor: Dr. Paul Doran *
*                  2300 Woodcrest Place                 *
*                  Birmingham, AL 35209                 *
*                  (205) 879-7400                       *
*                                                                                       *
* New England     Brattleboro Union H.S.                Proctor: Dr. Robert    *
*                  Fairground Road                      Wiesenauer            *
*                  Brattleboro, VT 05301                 *
*                  (802) 257-0356                       *
*                                                                                       *
* Potomac         Northern Virginia Comm.              Proctor: Dr. David     *
*                  College                               Morton       *
*                  8333 Little River Turnpike           *
*                  Annandale, Virginia 22003            *
*                                                                                       *
* Davenport       St. Ambrose University                Proctor: TBA           *
*                  518 W. Locust St.                     *
*                  Davenport, IA 52803                  *
*                                                                                       *
* Campus          Nova University                       Proctor: Dr. Elliott   *
*                  3100 SW 9th Avenue                     Ser                *
*                  Ft. Lauderdale, FL 33315              *
*                  (Room to be posted)                   *
*                                                                                       *
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WINTER TERM - SEMINAR SCHEDULE - 1/1/93--5/2/93
 Doctoral Programs - School of Business and Entrepreneurship

- CSA 6080 - Professional Studies Workshop in conjunction with (2 cr.)
 (DBA-MKT) American Marketing Association (Mktg. Educ. Conf.)
 February 20-23, 1993 Newport Beach, Calif.
 Instructor: Dr. William Johnson
- CSA 6060 Business & Public Policy Seminar - Drs. Baer/Rafferty (4 cr)
 Washington, D.C. March 27-April 2, 1993
 Washington Marriott
 1221 22nd Street, N.W
 Washington, DC 20037
 (202) 872-1500

NOTE: Students MUST be registered for CSA 6071.CM1 in order to take CSA 6060.

CONTINUING STUDENTS must register for this course BEFORE the end of November. No registrations will be accepted after this date.

NATIONAL CLUSTER

The National Cluster is set up in a one-week format with courses being held in Ft. Lauderdale during the week of April 18-23, 1993. The courses for the one-week workshop will be held at the:
 School of Business & Entrepreneurship
 Nova University - East Campus
 3100 S.W. 9th Avenue
 Ft. Lauderdale, FL

- | | | | | |
|---|--|--|--------|---|
| * | CSA 6140 | Strategic Decision Making | (4 cr) | * |
| * | | Instructors: Drs. Pierce and Hofer | | * |
| * | | Dates: April 18-23, 1993 | | * |
| * | CSA 6210 | Strategic Decision Making, Government and | (4 cr) | * |
| * | | Not-For-Profit Organizations | | * |
| * | CSA 6310 | Strategic Human Resource Management & Change | (4 cr) | * |
| * | CSA 6440 | Strategic Planning in International Business | (4 cr) | * |
| * | [CSA 6140, 6210, 6310, and 6440 are capstone courses for the DBA, DPA, DBA-HRM, and DBA-IM programs respectively.] | | | * |
| * | They should be taken as final courses in the program. They may not be taken until a student has passed Part I of the comprehensive examination. (See page 3 for eligibility requirements.) | | | * |
| * | CSA 6120 | Marketing Management/Research | (4 cr) | * |
| * | | Instructors: Dr. Richard Plank | | * |
| * | | Dates: April 18-23, 1993 | | * |
| * | | Prerequisite: Masters Course - Marketing | | * |
| * | CSA 6220 | Comparative Administrative Systems | (4 cr) | * |
| * | | Instructor: Dr. Robert Baer | | * |
| * | | Dates: April 18-23, 1993 | | * |
| * | CSA 6420 | International Marketing | (4 cr) | * |
| * | | Instructors: Dr. Lester Neidell | | * |
| * | | Dates: April 18-23, 1993 | | * |
| * | CSA 6720 | Federal Taxes and Management Decisions | (4 cr) | * |
| * | | Instructor: Dr. Luis E. Arritola | | * |
| * | | Dates: April 18-23, 1993 | | * |

Cluster Schedule
Doctoral Programs - School of Business and Entrepreneurship
SUMMER TERM 1993

SEQUENCE I	5/15 - 16	6/12 - 13	7/10 - 11
SEQUENCE II	5/22 - 23	6/26 - 27	7/24 - 25

THESE ARE PROJECTED DATES. ACTUAL COURSE DATES MAY VARY ACCORDING TO INSTRUCTORS SCHEDULE.

<u>CLUSTER</u>	<u>COURSE NUMBER AND NAME</u>	<u>SEQUENCE</u>
FT. LAUDERDALE	CSA 6040 Economic Analysis	(4 cr) S I
Cycle I (DBA)	Instructor: UNIX name: Dates: Prerequisite: Masters Course - Economics/ Macro/Micro	
FT. LAUDERDALE	CSA 6110 International Business & Finance	(4 cr) S II
Cycle II (DBA)	Instructor: UNIX name: Dates: Prerequisite: Masters Course - Accounting/ Finance	
FT. LAUDERDALE	CSA 6240 Constitutional/ Administrative Law & Ethics	(4 cr) S II
(DPA)	Instructor: UNIX name: Dates:	
ORLANDO	CSA 6110 International Business & Finance	(4 cr) S I
	Instructor: UNIX name: Dates: Prerequisite: Masters Course - Accounting/ Finance	
POTOMAC CYCLE I (DBA)	CSA 6110 International Business & Finance	(4 cr) S I
	Instructor: UNIX name: Dates: Prerequisite: Masters Course - Accounting/ Finance	

POTOMAC CYCLE I	CSA 6240 Constitutional/ Law & Ethics	(4 cr)	S I
(DPA)	Instructor: UNIX name: Dates:		
POTOMAC CYCLE II	CSA 6010 Administrative Theory & Practice	(4 cr)	S II
(DBA)	Instructor: UNIX name: Dates: Prerequisite: Masters Course - Management/ Organizational Theory		
ARKANSAS	CSA 6110 International Business & Finance	(4 cr)	S II
	Instructor: UNIX name: Dates: Prerequisite: Masters Course - Accounting/ Finance		
SEATTLE	CSA 6010 Administrative Theory & Practice	(4 cr)	S I
	Instructor: UNIX name: Dates: Prerequisite: Masters Course - Management/ Organizational Theory		
SPARTANBURG	CSA 6010 Administrative Theory & Practice	(4 cr)	S II
	Instructor: UNIX name: Dates: Prerequisite: Masters Course - Management/ Organizational Theory		
BIRMINGHAM	CSA 6040 Economic Analysis	(4 cr)	S II
	Instructor: UNIX name: Dates: Prerequisite: Masters Course - Economics/ Macro/Micro		

DAVENPORT, IOWA CSA 6040 Economic Analysis (4 cr) S II

Instructor:

Dates:

Prerequisite: Masters Course - Economics/
Macro/Micro

NEW ENGLAND	CSA 6010 Administrative Theory & Practice	(4 cr)	S I
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Instructor:

UNIX name:

Dates:

Prerequisite: Masters Course - Management/
Organizational Theory

N. INDIANA	CSA 6010 Administrative Theory & Practice	(4 cr)	S II
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Instructor:

UNIX name:

Dates:

Prerequisite: Masters Course - Management/
Organizational Theory

PHOENIX CSA 6040 Economic Analysis (4 cr) S II

Instructor:

UNIX name:

Dates:

Prerequisite: Masters Course - Economics/
Macro/Micro

ROANOKE, VA	CSA 6040 Economic Analysis	(4 cr)	S II
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Instructor:

UNIX name:

Dates:

Prerequisite: Masters Course - Economics/
Macro/Micro

FT. WALTON BEACH CSA 6010 Administrative Theory & Practice

Instructor:

UNIX name:

Dates:

**Prerequisite: Masters Course - Management/
Organizational Theory**


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* DOCTORAL COMPREHENSIVE EXAMINATION                                August 22, 1993          *
*                                                                 *
* Seattle      Marriott Seattle - Sea-tac      Proctor:          *
*              3201 So. 176th St.              *
*              Seattle, WA 98188                *
*              (206) 241-2000                    *
*                                                                 *
* Phoenix      Nova University                  Proctor:          *
*              Western Region Office             *
*              8601 N.Black Canyon Hwy.          H & O:          *
*              Suite 117                          UNIX name:     *
*              Phoenix, AZ 85021                  *
*              (602) 995-5999                      *
*                                                                 *
* Arkansas     Garland County Community         Proctor:          *
*              College                            O:              *
*              1 College Drive                    *
*              Mid America Park                   *
*              Hot Springs, AR 71914              *
*              (501) 767-9371                     *
*                                                                 *
* Spartanburg  Spartanburg Tech.College        Proctor:          *
*              I-85 and New Cut Road              O:              *
*              Spartanburg, SC 29305-4386         *
*              (803) 591-3616                     UNIX name:     *
*                                                                 *
* Campus       Nova University -E.Campus        Proctor:          *
*              3100 SW 9th Ave.                   *
*              Ft. Lauderdale, FL 33315          *
*              (Room to be posted)                *
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SUMMER TERM - SEMINAR SCHEDULE - 5/3/93--8/31/93

- CSA 6080 **DPA** Professional Studies Workshop in conjunction with the
American Society for Public Administration
(San Francisco) July 17-21, 1993 (2 cr)
- CSA 6080 **DBA** Professional Studies Workshop in conjunction with the
Academy of Management. (Atlanta, GA - Marriott Marquis) (2cr)
Instructor: August 8-11, 1993
- CSA 6080 **ACC** Professional Studies Workshop in conjunction with the
American Accounting Association. (San Francisco, CA) (2cr)
Instructor: August 8-11, 1993
- CSA 6080 **HRM** Professional Studies Workshop in conjunction with
the Society for Human Resource Management. (2 cr)
(Washington, DC - Washington Convention Center)
Instructor: May 23-26, 1993
- CSA 6080 **MKT** Professional Studies Workshop in conjunction with
the American Marketing Association (Marketing Educators
Conference) (Boston, Mass.)
Instructor: Aug. 7-10, 1993 (2cr)
- CSA 6060 **Business & Public Policy Seminar** (Washington, DC) (4 cr)
Instructors: Drs. Baer & Rafferty July 31 - Aug. 6, 1993
Washington Marriott
1221 22nd Street, N.W.
Washington, D.C. 20037 (202) 872-1500

NOTE: Students MUST be registered for CSA 6071.CM1 in order to take
CSA 6060. CONTINUING STUDENTS must register for this course
BEFORE the end of March. No registrations will be accepted after this
date.

SUMMER INSTITUTE *
(Summer Term 1993)

The new Summer Institute program will take effect the Summer Term 1993. The Program is described as follows: All students in the career option specialty areas (DBA-ACC, DBA-FIN, DBA-HRM, DBA-IM, DIBA, DBA-MKT), accepted into the Doctoral Programs after April, 1993 are required to attend the Summer Institute for three successive years, completing CSA 6081, 6082 and 6083 respectively. Each of these segments carries two credit hours. To accommodate this new program, the total number of credit hours required to graduate will be increased to 64 credits. The total number of dissertation credit hours will be reduced by two credits to 8.

The workshop of the Summer Institute includes courses normally included in the Summer National Cluster as well as a special theme topic. It is set up in an eight-day format during the dates July 10-17, 1993. It includes several days of a special theme course as well as the career option specialized courses. The special theme course for 1993 is "Developing an Applied Research Philosophy for the 2000s" (CSA 6081 - Applied Research Development, 2 credit hours). Attendance for the entire Summer Institute Program is required for all students registered for Summer National Cluster courses, except those taking Strategy. The workshop (course and special theme portion) will be at the:

Nova University - East Campus
3100 SW 9th Avenue
Ft. Lauderdale, FL. 33315

* Regular DBA students not in career specialty areas are not required to attend the Summer Institutes. However, they will be required to attend CSA 6081 Applied Research Development in conjunction with attendance at CSA 6080, Professional Study Workshop (Academy of Management). Details of this arrangement are currently being worked out. When completed appropriate information will be forthcoming. An appropriate to allow DPA students to complete CSA 6081 is also under study. This also will be announced as soon as possible. The course portions of the Summer Institute workshop are described as follows:

CSA 6010	- Administrative Theory and Practice	(4 credits)
	Prerequisite: Masters Management/Org. Behavior	
CSA 6040	- Economic Analysis	(4 credits)
	Prerequisite: Masters Course-Economics/Macro/Micro	
CSA 6110	- International Business and Finance	(4 credits)
CSA 6330	- Performance and Reward Systems	(4 credits)
CSA 6450	- Comparative Government & Economic Systems	(4 credits)
CSA 6520	- Financial Institutions	(4 credits)
CSA 6710	- Seminar in Financial Accounting	(4 credits)
CSA 6810	- Marketing Theory	(4 credits)


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*      NATIONAL CLUSTER - STRATEGIC MANAGEMENT      *
*
* The National Cluster Strategic Management is set up in a one-week *
* format with courses being held in Ft. Lauderdale during the week of *
* Aug. 15-20, 1993. The courses for the one-week workshop in August *
* will be held at: School of Business & Entrepreneurship *
* Nova University - East Campus *
* 3100 SW 9th Avenue *
* Ft. Lauderdale, FL 33315 *
*
* CSA 6140 Strategic Decision Making (4 cr) *
* CSA 6210 Strategic Decision Making, (4 cr) *
* Government and Not-For-Profit Organizations *
* CSA 6310 Strategic Human Resource Management & Change (4 cr) *
* CSA 6440 Strategic Planning in International Business (4 cr) *
* Dates: *
* [CSA 6140, 6210, 6310, 6440 are capstone courses for the DBA, DPA, *
* DBA-HRM, and DBA-IM programs respectively. They should be taken as *
* final courses in the program. They may not be taken until a student *
* has passed Part I of the comprehensive examination. (See page 4 for *
* eligibility requirements.) *
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Cluster Schedule
 Doctoral Programs - School of Business and Entrepreneurship
 FALL TERM 1993

SEQUENCE I	9/11-12	10/9-10	11/6-7
SEQUENCE II	9/18-19	10/23-24	11/13-14

THESE ARE PROJECTED DATES. ACTUAL COURSE DATES MAY VARY ACCORDING TO INSTRUCTORS SCHEDULE.

<u>CLUSTER</u>	<u>COURSE NUMBER AND NAME</u>		<u>SEQUENCE</u>
FT. LAUDERDALE	CSA 6120 Marketing Management/ Research	(4 cr)	F I
Cycle I (DBA)	Instructor: UNIX name: Dates: Prerequisite: Masters Course - Marketing		
FT. LAUDERDALE	CSA 6030 Information and Decision Sciences	(4 cr)	F II
Cycle II (DBA/DPA)	Instructor: UNIX name: Dates:		
ORLANDO	CSA 6030 Information and Decision Sciences	(4 cr)	F I
	Instructor: UNIX name: Dates:		
POTOMAC CYCLE I (DBA)	CSA 6120 Marketing Management/ Research	(4 cr)	F I
	Instructor: UNIX name: Dates: Prerequisite: Masters Course - Marketing		
POTOMAC CYCLE I (DPA)	CSA 6220 Comparative Administrative Systems	(4 cr)	F I
	Instructor: UNIX name: Dates:		

POTOMAC CYCLE II (DBA)	CSA 6030 Information and Decision Sciences	(4 cr)	F I
	Instructor: UNIX name: Dates:		
ARKANSAS	CSA 6020 Organization Behavior/ Personnel Management	(4 cr)	F II
	Instructor: UNIX name: Dates: Prerequisite: Masters Course - Management/ Organizational Theory		
SEATTLE	CSA 6030 Information and Decision Sciences	(4 cr)	F I
	Instructor: UNIX name: Dates:		
SPARTANBURG	CSA 6050 Operations Management	(4 cr)	F II
	Instructor: UNIX name: Dates: Prerequisite: Masters Course - Quantitative Methods/Statistics		
BIRMINGHAM	CSA 6020 Organization Behavior/ Personnel Management	(4 cr)	F II
	Instructor: UNIX name: Dates: Prerequisite: Masters Course - Management/ Organizational Theory		
DAVENPORT, IOWA	CSA 6050 Operations Management	(4 cr)	F II
	Instructor: UNIX name: Dates: Prerequisite: Masters Course - Quantitative Methods/Statistics		

NEW ENGLAND	CSA 6050 Operations Management	(4 cr)	F I
	Instructor:		
	UNIX name:		
	Dates:		
	Prerequisite: Masters Course - Quantitative Methods/Statistics		
N. INDIANA	CSA 6030 Information and Decision Sciences	(4 cr)	F II
	Instructor:		
	UNIX name:		
	Dates:		
PHOENIX	CSA 6130 Financial Decision Making	(4 cr)	F II
	Instructor:		
	UNIX name:		
	Dates:		
	Prerequisite: Masters Course - Accounting/Finance		
ROANOKE, VA	CSA 6020 Organization Behavior/Personnel Management	(4 cr)	F II
	Instructor:		
	UNIX name:		
	Dates:		
	Prerequisite: Masters Course - Management/Organizational Theory		
FT. WALTON BEACH, FL	CSA 6120 Marketing Management/Research	(4 cr)	F II
	Instructor:		
	UNIX name:		
	Dates:		
	Prerequisite: Masters Course - Marketing		


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* DOCTORAL COMPREHENSIVE EXAMINATION                                December , 1993 *
*                                                                 *
* N. Indiana   -   Calumet College                                Proctor: *
*               Schmidt Building                                *
*               2400 N.Y. Avenue                                *
*               Whiting, IN  46394                             *
*               (312) 721-0202                                  *
*                                                                 *
* Orlando      -   Southern College                                Proctor: *
*               5600 Lake Underhill Rd.                        *
*               Orlando, FL  32807                             *
*               (305) 273-1000                                  *
*                                                                 *
* Phoenix      -   Nova University                                Proctor: *
*               Western Region Office                           *
*               8601 N. Black Canyon Hwy.                       *
*               Suite 117                                         *
*               Phoenix, AZ  85021                               *
*               (602) 995-5999                                  *
*                                                                 *
* Campus       -   Nova University-East Campus                Proctor: *
*               3100 S.W. 9th Ave.                               *
*               Ft. Lauderdale, FL  33315                       *
*               (Room to be posted)                             *
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FALL TERM - SEMINAR SCHEDULE - 9/1/93--12/31/1993

- CSA 6080 DIBA/DBA-IM Professional Studies Workshop-International. (2 cr)
In conjunction with Academy of International Business.
October 17-20, 1993 - Maui, Hawaii
Instructor:
- CSA 6080 DBA/FIN Professional Studies Workshop. In conjunction (2 cr)
with the Financial Management Association
October 13-16, 1993 - Toronto, Canada
- CSA 6060 Business & Public Policy Seminar (4 cr)
December 4-10, 1993 - Washington, DC
Instructors:

Dissertation support session.
Washington Marriott
1221 22nd Street, N. W.
Washington, DC 20037
(202) 872-1500

NOTE: Students MUST be registered for CSA 6071.CM1 in order to take CSA 6060.
CONTINUING STUDENTS must register for this course BEFORE the end of July. No registrations will be accepted after this date.

- *****
* NATIONAL CLUSTER *
- * The National Cluster is set up in a one week format with courses *
* being held in Ft. Lauderdale during the week of December 12-17, *
* 1993. The courses for the one week workshop will be held at the: *
* School of Business & Entrepreneurship *
* Nova University - East Campus *
* 3100 S.W. 9 Avenue *
* Ft. Lauderdale, FL 33315 *
- * CSA 6140 Strategic Decision Making (4 cr) *
- * Instructor: *
- * Dates: December , 1993 *
- * CSA 6210 Strategic Decision Making, Government and (4 cr) *
- * Not-For-Profit Organizations *
- * CSA 6310 Strategic Human Resource Management and Change (4 cr) *
- * CSA 6440 Strategic Planning in International Business (4 cr) *
- * CSA 6840 Marketing Strategy *
- * [CSA 6140, 6210, 6310, 6440, 6840 are capstone courses for DBA/ *
- * DIBA/DBA-FIN, DPA, DBA-HRM, DBA-IM, DBA-MKT programs respectively. *
- * They should be taken as final courses in the program. They may not *
- * be taken until a student has passed Part I of the comprehensive *
- * examination. (See page 4 for eligibility requirements.) *
- * CSA 6130 Financial Decision Making in Business (4 cr) *
- * Instructor: *
- * Dates: December 1993 *
- * Prerequisites: Masters Course - Accounting/Finance *
- * CSA 6230 Financial Decision Making in Government (4 cr) *
- * Instructor: *
- * Dates: December 1993 *
- * CSA 6430 International Finance & Banking (4 cr) *
- * Instructor: *
- * Dates: *

<u>CLUSTER</u>	<u>CLASS LOCATION</u>	<u>CLUSTER ADVISOR</u>
ARKANSAS	Garland Cty. Comm. College Liberal Arts Bldg.-Lower Level 1 College Drive Mid America Park Hot Springs, AR 71914 (501) 767-9371	Rick Casey H: (501) 885-3432 O: (501) 754-3839 UNIX NAME: cccasey
BIRMINGHAM	Crown Sterling Suites 2300 Woodcrest Pl. (Tara Rm.) Birmingham, AL 35209 (205) 879-7400	Dr. Paul Doran O: (205) 853-1200 x 1261
DAVENPORT, IOWA	St. Ambrose University 518 W. Locust St. (Rm. 231) Davenport, Iowa 52803	Robert Banash H: (319) 391-9592
FT. LAUDERDALE I, II	Nova University - East Campus 3100 S.W. 9th Avenue Ft. Lauderdale, FL 33315	Dr. Gene Brady O: (305) 452-1585 UNIX NAME: brady
FT. WALTON BEACH	Bay Area Vo-Tech 1976 Lewis Turner Blvd. Ft. Walton Beach, FL 32547	Patsy Mitchell H: (904) 678-2934 O: (904) 863-8000
NATIONAL CLUSTER	Nova University - East Campus 3100 S.W. 9th Avenue Ft. Lauderdale, FL 33315	Dr. Gene Brady O: (305) 452-1585 UNIX NAME: brady
NEW ENGLAND	Brattleboro Union H.S. Room #132 Fairground Road Brattleboro, VT 05301 (802) 257-0356	Robert Wiesenauer H: (603) 532-9322 O: (603) 899-4159 UNIX NAME: ccbobw
N. INDIANA	Calumet College Schmidt Building (Rm. 305) 2400 N.Y. Avenue Whiting, IN 46394 (219) 473-7770	Dr. Philip Kemp Nova line (Home) (708) 653-1647 UNIX NAME: cckemp
ORLANDO	Southern College 5600 Lake Underhill Rd. Orlando, FL 32807 (407) 273-1000	Dr. James Kelley H: (904) 761-9260

PHOENIX	Nova University Western Region Office 8601 N. Black Canyon Hwy. Suite 117 Phoenix, AZ 85021 (602) 995-5999	Dr. Gerry Bedore H&O: (602) 439-3250 UNIX NAME: ccbedore
<hr/>		
POTOMAC CYCLES I,II	N. VA. Comm. College 8333 Little River Tpke. Annandale, VA 22003 (703) 323-3102	Dr. David Morton Nova Line: (301) 953-7724 UNIX NAME: ccmorton
<hr/>		
ROANOKE, VA	Averett College AACE-Classroom 3 3223 Brandon Rd. S.W. Roanoke, VA 24019	Dr. Paul Pullen H: (703) 985-0891
<hr/>		
SEATTLE	Marriott Seattle - Sea-tac 3201 So. 176th St. Seattle, WA 98188 (206) 241-2000	Cliff Butler H&O: (206) 782-9583 UNIX NAME: ccbutler
<hr/>		
SPARTANBURG	Spartanburg Technical College I-85 and New Cut Road Spartanburg, SC 29305-4386 (803) 591-3616	Dr. Philip McGee H: (803) 474-2459 O: (803) 877-2500 UNIX NAME: ccmcgee

**DOCTORAL PROGRAMS
COMPREHENSIVE EXAMINATION COURSE MATRIX**

	DPA	DBA	DIBA	HRM	DBA- HRM	DBA- IM	DBA- ACC	DBA- FIN	DBA- MKT
PART IA	L/R (Required question)	L/R	6410	L/R	L/R	6410	6710	L/R	L/R
PART IB	6060 (Required question)	6060	6060	6060	6060	6060	6060	6060	6060

(Choose one question from your group below.)

6010	6010	6450	6010	6315	6450	6720	6010	6010
6020	6020	6470	6020	6020	6020	6020	6020	6020
				6325				

(Choose one question from your group below.)

6030	6030	6030	6030	6030	6030	6030	6030	6030
6040	6040	6050	6360	6050	6050	6050	6050	6050
6050	6050		6340					

PART 2A	6210	6140	6140	6310	6310	6440	6740	6140	6840
	(Required question to answer.)								

(Choose two questions from your specialty area.)

PART 2B	6220	6110	6110	6320	6330	6470	6730	6510	6810
	6230	6120	6420	6330	6120	6120	6120	6520	6830
	6240	6130	6430	6350	6130	6130	6130	6540	6890

**CONTENTS AND/OR FORMAT OF EXAMINATION IS SUBJECT TO CHANGE.
ADVANCE NOTIFICATION OF AT LEAST ONE TERM WILL BE GIVEN.**

SUMMER INSTITUTE (1994 Projection)
(Tentative)

The workshop of the Summer Institute includes courses normally included in the Summer National Cluster as well as a special theme topic. It is set up in an eight-day format during the dates July 29-August 5, 1994. It includes several days of special theme courses as well as the career option specialized courses. There are two theme courses for 1994: "Developing an Applied Research Philosophy for the 2000s" (CSA 6081 - Applied Research Development) and "Management Trends: Past, Present and Future" (CSA 6082 - Management Trends). Attendance for the entire Summer Institute Program is required for all students registered for Summer National Cluster courses, except those taking Strategy. The workshop (course and special theme portion) will be held at:

Nova University - East Campus
3100 SW 9th Avenue
Ft. Lauderdale, FL. 33315

The course portions of the Summer Institute workshop are described as follows:

CSA 6010 - Administrative Theory and Practice	(4 credits)
Instructor:	
Prerequisite:	
CSA 6040 - Economic Analysis	(4 credits)
Instructor:	
CSA 6315 - Strategic Programming in H.R.M.	(4 credits)
Instructor:	
CSA 6110 - International Business and Finance	(4 credits)
Instructor:	
CSA 6410 - International Management	(4 credits)
Instructor:	
CSA 6510 - International Finance	(4 credits)
Instructor:	
CSA 6730 - Seminar in Managerial Accounting	(4 credits)
Instructor:	
CSA 6830 - Research for Marketing Decisions	(4 credits)
Instructor:	

NATIONAL CLUSTER - STRATEGIC MANAGEMENT
(Summer 1994 Projection)

* The National Cluster Strategic Management is set up in a one-week *
* format with courses being held in Ft. Lauderdale during the week of *
* ---- 1994. The courses for the one-week workshop in --- *
* will be held at *
* Nova University - East Campus *
* 3100 SW 9th Avenue *
* Ft. Lauderdale, FL 33315 *
* *
* CSA 6140 Strategic Decision Making (4 cr) *
* CSA 6210 Strategic Decision Making, (4 cr) *
* Government and Not-For-Profit Organizations *
* CSA 6310 Strategic Human Resource Management & Change (4 cr) *
* CSA 6440 Strategic Planning in International Business (4 cr) *
* Dates: *
* CSA 6840 Marketing Strategy (4 cr) *
* [CSA 6140, 6210, 6310, 6440, 6840 are capstone courses for the DBA/ *
* DIBA/DBA-FIN, DPA, DBA-HRM, DBA-IM, DBA-MKT programs respectively. *
* They should be taken as final courses in the program. They may not *
* be taken until a student has passed Part I of the comprehensive *
* (See page 4 for eligibility requirements.) *

***** SUMMER INSTITUTE *****
(1995 Projection - Tentative)

The workshop of the Summer Institute includes courses normally included in the Summer National Cluster as well as a special theme topic. It is set up in an eight-day format during the dates August 18-25, 1995. It includes several days of special theme courses as well as the career option specialized courses. The special theme courses for 1995 are "Developing an Applied Research Philosophy for the 2000s" (CSA 6081 - Applied Research Development), "Trends in Management Theory: Past, Present, and Future," (CSA 6082 - Management Trends) and "Management in the Global Arena: New Strategic Directions" (CSA 6083 - Global Perspectives in Management). Attendance for the entire Summer Institute Program is required for all students registered for Summer National Cluster courses, except for those taking Strategy.

The workshop (course and special theme portion) will be held at the:

Nova University - East Campus
3100 SW 9th Avenue
Ft. Lauderdale, FL. 33315

The course portions of the Summer Institute workshop are described as follows:

CSA 6010 - Administrative Theory and Practice	(4 credits)
Instructor:	
Prerequisite:	
CSA 6040 - Economic Analysis	
Instructor:	
CSA 6110 - International Business and Finance	(4 credits)
Instructor:	
CSA 6240 - Comparative Administrative Systems	(4 credits)
Instructor:	
CSA 6325 - Employee Relations and Services	(4 credits)
Instructor:	
CSA 6470 - International Legal Frameworks	(4 credits)
Instructor:	
CSA 6540 - Investment and Taxation	(4 credits)
Instructor:	
CSA 6740 - International Taxation and Accounting	(4 credits)
Instructor:	
CSA 6890 - Marketing Topics	(4 credits)
Instructor:	

NATIONAL CLUSTER - STRATEGIC MANAGEMENT
(1995 Projection)

* The National Cluster Strategic Management is set up in a one-week *
* format with courses being held in Ft. Lauderdale during the week of *
* 1995. The courses for the one-week workshop in *
* will be held at *
* Nova University - East Campus *
* 3100 SW 9th Avenue *
* Ft. Lauderdale, FL 33315 *
* *
* CSA 6140 Strategic Decision Making (4 cr) *
* CSA 6210 Strategic Decision Making, (4 cr) *
* Government and Not-For-Profit Organizations *
* CSA 6310 Strategic Human Resource Management & Change (4 cr) *
* CSA 6440 Strategic Planning in International Business (4 cr) *
* CSA 6840 Marketing Strategy (4 cr) *
* [CSA 6140, 6210, 6310, 6440, 6840 are capstone courses for the *
* DBA/DIBA/DBA-FIN, DPA, DBA-HRM, DBA-IM, DBA-MKT programs respectively. *
* They should be taken as final courses in the program. *
* They may not be taken until a student has passed Part I of the *
* comprehensive examination. (See page 4 for eligibility requirements.) *

BOOKLIST

WINTER TERM

1993

BOOK ORDER LIST

NOTE: ALL TEXTBOOKS CAN BE ORDERED THROUGH:

NOVA BOOKS, Inc.	UNIX NAME
P.O. Box 290670	novabook
Ft. Lauderdale, FL 33329-0670	
FAX Machine: (305) 476-4759	
1-800-541-NOVA EXT. 4750 (Toll free)	

To be processed, your book order must be complete. A complete order includes:
List of course books
Payment in the form of cashier's check or credit card ONLY

**NOTE: DO NOT MAIL BOOK ORDER REQUEST WITH REGISTRATION MATERIAL.
NOVA BOOKS IS AT A SEPARATE LOCATION.**

**THE NOVA BOOK ORDER FORM IS LOCATED IN THE BACK OF THIS
BOOKLET. PLEASE USE IT TO ORDER BOOKS.**

****CSA6020** Organization Behavior/Personnel Management**

Alreck, P. L., & Settle, R. B. (1985). The survey research handbook. Homewood: Irwin.

Brady, G. F. (1989). Management by involvement. New York: Human Sciences Press.

Hersey, P., & Blanchard, K. H. (1988). Management of organization behavior (5th ed.). Englewood Cliffs: Prentice-Hall.

Jamieson, D., & O'Mara, J. (1991). Managing workforce 2000. San Francisco: Jossey-Bass.

Maccoby, M. (1988). Why work? New York: Simon & Schuster.

Senge, P. (1990). The fifth discipline. New York: Doubleday.

****CSA6030** Information and Decision Sciences**

Alter, S. (1992). Information systems: A management perspective. Reading, MA: Addison-Wesley.

Turban, E. (1990). Decision support and expert systems: Management support systems (2nd ed.). New York: MacMillan.

REQUIRED INDEPENDENT LEARNING MATERIAL (ILM)

1. Purchase from Nova University Price . . . \$35.00
2. Software is required for CSA 6030
 Indicate the diskette size needed.
 5 1/4 in. software or 3 1/2 in. software
3. Send check or money order made payable to Nova University
4. Mail to: Nova University
 3301 College Ave.
 Ft. Lauderdale, FL 33314
 Attn: Juliet Sallette - School of Business

****CSA6050** Operations Management**

Adam, E. & Ebert, R. (1992) Production & operations management (5th ed.). Englewood Cliffs: Prentice Hall.

Chang, (1991). QSOM (version 2) - quantitative systems for operations management. Englewood Cliffs: Prentice Hall.

REQUIRED INDEPENDENT LEARNING MATERIAL (ILM)

1. Purchase from Nova University Price \$50.00
2. Send check or money order made payable
 to Nova University
3. Mail to: Nova University
 3301 College Ave.
 Ft. Lauderdale, FL 33314
 Attn: Juliet Sallette - School of Business

****CSA6060** Business & Public Policy Seminar**

Birnbaum, J. H., & Murray, A. S. (1987). Showdown at gucci gulch. New York: Random House.

Fritschler, A. L., & Ross, B. H. (1990). How Washington works: The executive's guide to government. Cambridge: Ballinger.

Held, W. G. (1982). Decisionmaking in the federal government: The Wallace S. Sayre model. Washington, DC: The Brookings Institution.

Janis, I. L. (1989). Crucial decisions: Leadership in policymaking and crisis management. New York: The Free Press.

Kerlinger, F. (1987). Foundations of behavioral research (3rd ed.). New York: Holt, Rinehard and Winston.

****CSA6071** Seminar in Research Methods - Computer Mediated.**

PART I cm1 (1 credit)

Jennings, K. (1990). The devouring fungus: Tales of the computer age. New York: Norton.

Waite, M., Martin, D., & Prata, S. (1990). Unix primer plus. Carmel, IN: SAMS, a Division of Macmillan.

REQUIRED INDEPENDENT LEARNING MATERIAL (ILM)

MacFarland, T. W. (1991). The Unix operating system: A communication medium for Nova University students. Fort Lauderdale: Nova University.

1. Purchase from Nova University Price \$20.00
2. Send check or money order made payable
to Nova University
3. Mail to: Nova University
3301 College Ave.
Ft. Lauderdale, FL 33314
Attn: Juliet Sallette - School of Business

PART II cm2 (1 credit)

- APA Style Manual. (1983). Publication manual of the American Psychological Association (3rd ed.). Washington, DC: American Psychological Association.
- Hodges, J. C., & Whitten, M. E. (1990). Hodge's Harbrace College handbook (11th ed.). New York: Harcourt Brace Jovanovich.
- Miller, J. I., & Taylor, B. J. (1987). The thesis writer's handbook. West Linn, OR: Alcove.
- Strunk Jr., W., & White, E. B. (1979). The elements of style (3rd ed.). New York: Macmillan.

PART III cm3 (1 credit)

- Isaac, S., & Michael, W. B. (1981). Handbook in research and evaluation (2nd ed.). San Diego: EDITS.
- Kerlinger, F. (1986). Foundations of behavioral research (3rd ed.). New York: Holt, Rinehart, and Winston.
- Williams, F. (1992).
- Reasoning with statistics: How to read quantitative research. New York: Holt, Rinehart, and Winston.

PART IV cm4 (1 credit)

- Hanke, J. E., & Reitsch, A. G. (1991). Understanding business statistics. Homewood: Irwin.

VIDEOTAPES: *A set of optional videotapes that reinforce topics presented in the Statistics text are available through the program office for **\$15.00**. Send the check to Nova University attn: Juliet Sallette.*

- Isaac, S., & Michael, W. B. (1981). Handbook in research and evaluation (2nd ed.). San Diego: EDITS.
- Kerlinger, F. (1986). Foundations of behavioral research (3rd ed.). New York: Holt, Rinehart and Winston.
- Norusis, M. J. (1988). SPSS-X Introductory statistics guide for SPSS-X Release 3. Chicago: SPSS.
- Norusis, M. J. (1992). SPSS/PC + Student Ware. Chicago: SPSS. SPSS, Inc. Publications, 444 N. Michigan Ave. Chicago, IL 60611. **When ordering software specify 3 1/2" or 5 1/4" diskette size.**

****CSA6090** Comprehensive Examination (Public Administration only)**

McCurdy, H. E. (1986). Public administration: A bibliographic guide to the literature. New York: Marcel Dekker.

****CSA6120** Marketing Management/Research NATIONAL CLUSTER**

Dillon, W., Madden, T., & Fertle, N. (1993). Marketing research in a marketing environment (3rd ed.). Homewood: Irwin.

Hoover, K. R. (1992). The elements of social scientific thinking (5th ed.). New York: St. Martin's.

Hunt, S. (1991). Modern marketing theory. Cincinnati, OH: Southwestern Press.

Katzer, J. (1991). Evaluating information: A guide for the users of social science research (3rd.). New York: McGraw-Hill.

Sheth, J. N., Gardner, D.M., & Garrett, D.E. (1988). Marketing theory: Evolution an evaluation. New York: Wiley.

REQUIRED INDEPENDENT LEARNING MATERIAL (ILM)

1. Purchase from Nova University Price \$45.00
2. Send check or money order made payable to Nova University
3. Mail to: Nova University
3301 College Ave.
Ft. Lauderdale, FL 33314
Attn: Juliet Sallette - School of Business

****CSA6120** Marketing Management/Research - PHOENIX CLUSTER**

Bagozzi, R. (1986). Principles of marketing management. Chicago: Macmillan.

Dillon, W., & Madden, T., (1993). Marketing research in a marketing environment (3rd ed.). Homewood: Irwin.

REQUIRED INDEPENDENT LEARNING MATERIAL (ILM)

1. Purchase from Nova University Price \$45.00
2. Send check or money order made payable to Nova University
3. Mail to: Nova University
3301 College Ave.
Ft. Lauderdale, FL 33314
Attn: Juliet Sallette - School of Business

****CSA 6130 Financial Decision Making****

Van Horne, J. C. (1992). Financial management and policy (9th ed.). Englewood Cliffs: Prentice-Hall.

REQUIRED INDEPENDENT LEARNING MATERIAL (ILM)

1. Purchase from Nova University Price \$40.00
2. Send check or money order made payable to Nova University
3. Mail to: Nova University
3301 College Ave.
Ft. Lauderdale, FL 33314
Attn: Juliet Sallette - School of Business

****CSA6140** Strategic Decision Making**

Hofer, C. W., & Schendel, D. (1978). Strategy formulation - Analytical concepts. St. Paul: West.

****CSA6210** Strategic Decision Making: Government and Not-For-Profit Organizations**

Hofer, C. W., & Schendel, D. (1978). Strategy formulation - Analytical concepts. St. Paul: West.

Wildavsky, A. (1992). The new politics of the budgeting process (2nd ed.). Boston: Little, Brown.

****CSA 6220** Comparative Administrative Systems**

Curtis, M. (1992). Introduction to comparative government. New York: Harper & Row.

Walker, D. (1981). Toward a functioning federalism. Cambridge: Winthrop.

REQUIRED INDEPENDENT LEARNING MATERIAL (ILM)

1. Purchase from Nova University Price \$30.00
2. Send check or money order made payable to Nova University
3. Mail to: Nova University
3301 College Ave.
Ft. Lauderdale, FL 33314
Attn: Juliet Sallette - School of Business

****CSA 6420** International Marketing**

Toyne, B. & Walters, P. (1989) Global marketing management: A global perspective. Boston: Allyn & Bacon.

****CSA 6720** Federal Taxes and Management Decisions.**

Kramer, J. & Phillips, L. (1993). Prentice Hall's Federal Taxation 1993 (Comprehensive). Englewood Cliffs: Prentice Hall.

****CSA 6420** International Marketing**

Toyne, B. & Walters, P. (1989) Global marketing management: A global perspective. Boston: Allyn & Bacon.

****CSA 6720** Federal Taxes and Management Decisions.**

Kramer, J. & Phillips, L. (1993). Prentice Hall's Federal Taxation 1993 (Comprehensive). Englewood Cliffs: Prentice Hall.

REGISTRATION POLICIES

AND

PROCEDURES

WINTER TERM

1993

WP: regpol.w93
Revised: 9/27/92

NOVA UNIVERSITY
Doctoral Programs
School of Business and Entrepreneurship

POLICIES AND PROCEDURES FOR COURSE REGISTRATION

AND OTHER MATTERS FOR WINTER TERM 1993

IMPORTANT NOTICE: If you plan to participate in any School Program activity during the period 1/1/93 - 5/5/93, it is imperative that you read these policies and follow the appropriate procedures immediately.

Notes: Winter tuition - \$375/credit
Registrations must be accompanied by payment.

September 1992

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I. COURSE REGISTRATION REQUIRED:

ANY student in the Doctoral Program who intends to take ANY course in the program during the WINTER term--1993 must register for the course. The term "course" includes all activities in which class attendance is a requirement as well as the following activities:

1. submitting for review by a member of the faculty any portion of the requirements for CSA 6071, 6091, 6092, 6093, 6094, and 6095.
2. sitting for the Comprehensive Written Examination (CSA6089, or CSA6090).

II. REGISTRATION FORMS TO USE:

Enclosed with these policies are the forms required to register for course work. Please note that all registration forms must be returned intact.

- A. REGISTERING FOR A NEW COURSE: If you wish to register for a new course, i.e., one that you have not registered for before, use the enclosed Student Transaction Form.
- B. CHANGING A PREVIOUSLY FILED REGISTRATION: If you wish to drop or add a course to your previously filed registration for the WINTER term, and the deadline has not yet passed (see below), you must complete another student transaction form. You may drop or add courses for the WINTER term until December 31, 1992. A fee of \$25.00 must accompany any change of registration made. A tuition refund will be made on the following basis: full tuition if course is dropped before the date of the class and for seminars and workshops anytime during the first 6 weeks of that term - 75% tuition if course is dropped after the first weekend and before the second weekend, and after the first 6 weeks of the term for seminars and workshops; 0% after the commencement of the second class-weekend and the commencement of a seminar or workshop. REGISTRATION FEES AND SEMINAR WORKSHOP FEES ARE NON-REFUNDABLE.

NOTE: All withdrawals must be in writing to be effective.

- C. FILING REGISTRATION FORMS: All completed forms regarding registration for the WINTER term should be submitted by the

student DIRECTLY (not through a Cluster Advisor) to:
Kristie Tetrault
Nova University School of Business
3301 College Avenue
Ft. Lauderdale, Florida 33314
(305-476-1956)

III. REGISTRATION DEADLINES FOR CONTINUING STUDENTS:

The following deadlines apply to ALL students who matriculated into the School of Business Doctoral Programs, i.e., began taking courses, before January 1993.

- A. **REGULAR REGISTRATION:** The period of Regular Registration for WINTER term courses is November 1-30, 1992. The registration fee during this period is \$25.00. Any registration postmarked or, if not mailed, delivered after November 30, 1992 will be considered a Late Registration and subject to the requirements as stated in section III.B below.
- B. **LATE REGISTRATION:** The period of Late Registration for WINTER term courses is December 1-31, 1992. Registrations submitted during this period must be accompanied by a Late Registration Fee of \$25.00. This fee is in addition to the \$25.00 regular registration fee. It will be assessed as part of the registration process. A Late Registration occurs when, during the period December 1-31, 1992, a student either registers for a new course, or changes a previously filed registration.
- C. **REGISTRATIONS AFTER THE LATE REGISTRATION PERIOD:** The School of Business Doctoral Program Office does not encourage registration after the deadline of December 31, 1992. Any continuing student who wishes to make an addition to a registration after the deadline must first contact the Administrative office for clearance. Registrations accepted after the late registration deadline must be accompanied by a late registration fee of \$50.00. This is in addition to the \$25.00 regular registration fee.

IV. REGISTRATION DEADLINES FOR NEW STUDENTS:

A "new" student is one who matriculates into the School of Business Doctoral Program by attending classes beginning with the WINTER '93 term.

- A. **REGULAR REGISTRATION FOR NEW STUDENTS:** New students should register during the regular registration period November 1-30, 1992. Students not admitted until this registration period has begun or until after Nov. 30, 1992 may register through December 31, 1992 without paying a late fee.
- B. **END OF REGISTRATION FOR NEW STUDENTS:** Registrations for new students will be accepted after December 31, 1992 for March/April Workshop courses and CSA 6071.CM1. Fees will be

determined based on date of student admission. No late fees will be charged if the student registers in a timely basis after admission.

V. DISTRIBUTION OF COURSE MATERIALS:

Requests for course materials MUST NOT accompany registrations; they may be made prior to mailing registrations to the program office. However, ALL REQUESTS MUST BE MADE ON A COURSE MATERIAL FORM. If requesting more than 2 courses, please put the request in writing, stating cluster, course, along with your name and address.

It is in the student's best interest to order course materials as soon as possible. This is to ensure enough time to complete assignments, since pre-class assignments are typical for Doctoral courses.

Course materials (i.e. Syllabi, ILM - Independent Learning Materials), and other supplements are distributed from the doctoral program office. Students must provide a separate mailing label for each course, with correct address clearly printed on the label in non-smearing ink. Each course's material will be shipped individually. Therefore, all materials may not be shipped at the same time.

PLEASE BE ADVISED THAT RECEIPT OF THESE MATERIALS DOES NOT CONSTITUTE REGISTRATION FOR THE COURSE.

If you have any questions or comments regarding course materials, contact: Juliet Sallette

Nova University School of Business
3301 College Avenue
Ft. Lauderdale, FL 33314
(305) 476-1955

VI. DROPPING OR WITHDRAWING FROM A COURSE:

A. **WITHDRAWAL DEADLINES:** If a student withdraws from a course, the course will appear on the student's academic transcript with a "W" indicating a withdrawal from the course. The withdrawal request must be accompanied by a Withdrawal Fee of \$25.00.

B. **WITHDRAWAL PROCEDURES:** A request to withdraw from a course or courses MUST be in writing (preferably using a Registration Form) and must be submitted to:

Kristie Tetrault
School of Business Doctoral Programs
Nova University
3301 College Avenue
Ft. Lauderdale, Florida 33314
(305-476-1956)

The date of the postmark or, if not mailed, the date of receipt is the effective date of the withdrawal request. The withdrawal request must be accompanied by the appropriate Withdrawal Fee.

VII. FAILURE TO COMPLETE REQUIREMENTS FOR A COURSE:

If a student does not complete the requirements for a course, including CSA6091, CSA6092, CSA6093, CSA6094, CSA6095, CSA6150, CSA6250, CSA6350, CSA6480 or CSA6570 before the end of the term for which the student is registered and from which the student has not withdrawn before the withdrawal deadline, a grade of "I" is recorded on the student's academic transcript for that course. The student is given one term beyond the term in which the "I" exists to complete the outstanding requirements. If these requirements are not met by this date, the "I" will be changed to an "IW" and tuition paid will be forfeited. The student is then responsible for registering and paying for the course again.

VIII. CLASS ATTENDANCE REQUIREMENT:

With the exception of CSA6091, CSA6092, CSA6093, CSA6094, CSA6095, CSA6150, CSA6250, CSA6350 CSA6094, CSA6095, CSA6150, CSA6250, CSA6350, CSA6480, CSA6570, and CSA6071.CM2, a necessary condition for receiving academic credit for any course is attendance at the classes (including electronic classrooms--"ECR's") held in conjunction with the course. There are no exceptions to the class attendance requirement other than for the courses indicated above.

IX. TUITION:

A student must be in good financial standing with the University at the time of registration for courses. If otherwise, the student's registration will not be accepted and will be returned to the student.

A. PAYMENT DUE DATE: The appropriate tuition MUST be paid, in full, at the time of registration. The amount of tuition due is determined by multiplying the number of credit hours of coursework for which the student is registering for the term by the per-credit-hour tuition rate. Students paying tuition at the time of registration must remit payment with their registration materials. Such payment and registration are NOT submitted to the Accounts Receivable Section, but rather to Kristie Tetrault as indicated above.

B. PAYMENT POLICIES:

1. Financial Aid: A student may register for a course or courses using financial aid as long as he/she has already applied and been approved by Nova's financial aid office to receive aid for the term or terms in question.

2. Also, the student may pre-arrange with the University and an acceptable third party, such as the student's employer or embassy, that the third party will pay the student's tuition upon receipt of a bill from the University for the amount due.
- C. METHOD OF PAYMENT: Tuition should be paid by check or money order, attached to the Registration Form. Cash should not be sent through the mail under any circumstances. ALL CHECKS SHOULD BE PAYABLE TO NOVA UNIVERSITY. Tuition payments may also be charged to a Visa, Mastercard, American Express, or Discover account if the account holder authorizes the charge in the appropriate area on the registration form.
 - D. REFUNDS: A student who has paid tuition for the term is entitled to a refund of any portion of the tuition attributable to any course from which the student formally withdraws. The course withdrawal request must be made in accordance with the withdrawal procedures stated in these policies and before the withdrawal deadline applicable to the course(s) from which the student wishes to withdraw (see sections II.B and VI above). If entitled to a refund, under this provision, the student should request, IN WRITING, a refund at the time of withdrawal. REFUNDS ARE NOT GRANTED FOR A COURSE FROM WHICH A STUDENT DOES NOT FORMALLY WITHDRAW BEFORE THE WITHDRAWAL DEADLINE. Refunds, once requested, take 30 days to process. For inquiries about refunds contact Nova's Accounts Receivable Office (305-475-7614).

X. ENROLLMENT STATUS:

- A. ACTIVE STATUS: In order to be considered as an "active" student during the WINTER term, you must REGISTER FOR AND COMPLETE at least one course during the term.
- B. INACTIVE STATUS: If you request to become inactive OR if you do not register for and complete at least one course for three successive terms, your status will be "inactive."
- C. FULL TIME STATUS: 1-20 students requiring certification of status as full time students must carry 20 credits per year.
- D. 1-20 STUDENT STATUS LETTERS: International students requesting 1-20's, foreign exchange letters, or any other letters relating to their government/embassy, should submit their request in writing to the attention of Ms. Debbie Puzzo - International Student Advisor, Office of Student Services, Nova University.
- E. REPORTS CONCERNING ENROLLMENT STATUS: A student's enrollment status and academic load, as determined under the provisions above, is reported by the University regularly to any agency or institution granting the student financial support, visa privileges or other benefits on the

basis of the student's status in the Doctoral Program. If you are receiving benefits contingent upon your status as a student, it is your individual personal responsibility, and not the University's, to be certain that you maintain your enrollment status and academic load so as not to jeopardize your benefits.

- F. REINSTATEMENT TO ACTIVE STATUS: A student who is "inactive," as defined in section X.B above, and who is subsequently reinstated to "active" status, is subject to all the current admissions criteria of the Doctoral Program in which they are completing a degree that is in effect AT THE TIME OF the student's reinstatement. In addition, course work that is more than six years old is no longer applicable toward the current curriculum; any remaining course work is subject to review for applicability. A student seeking reinstatement must file a written request with the Program Director of the Doctoral Programs, accompanied by payment of a Reinstatement Fee of \$100. This fee must be paid before the student can be considered for reinstatement.



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